DOCUMENT RESUME

ED 065 133 LI 003 754

TITLE Institutional Libraries Statistics 1970-71.
INSTITUTION New York State Education Dept., Albany. Div. of Library Development.
PUB DATE 71
NOTE 55p.

EDRS PRICE MF-$0.65 HC-$3.29
DESCRIPTORS Corrective Institutions; Hospitals; *Institution Libraries; Library Circulation; Library Expenditures; Library Materials; Social Services; Special Schools; *Statistical Data; *Statistics

ABSTRACT

The statistical information contained in this publication was gathered from residential institutions maintained by the State of New York or receiving substantial support from it. Those which contributed data did so voluntarily, for the purpose of providing a statewide picture of library service to the patients, students, or inmates of custodial institutions. The data are incomplete for some institutions; some failed to supply the information. The institutions surveyed are grouped under the following major categories: correctional services, education, health, mental hygiene, narcotics addiction control, social services, and the division for youth. Statistics are supplied for: total inmates or patients, total staff, library materials added 1970-71 and total holdings as of 3-31-71, expenditures, staff hours for the year, and total circulation. A directory of state institutions and a sample of the data collection form are appended. (Author/SJ)

ED 065133

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

INSTITUTION LIBRARIES

STATISTICS

1970-71

LI 003 754

The University of the State of New York
The State Education Department
Division of Library Development
99 Washington Avenue
Albany, New York 12210

THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of the University (with years when terms expire)

1984 Joseph W. McGovern, A.B., LL.B., L.H.D., LL.D., D.C.L.,
Chancellor - New York

1985 Everett J. Penny, B.C.S., D.C.S.,
Vice Chancellor - White Plains

1978 Alexander J. Allan, Jr., LL.D., Litt.D. - - - - - - - - - - - - Troy

1973 Charles W. Millard, Jr., A.B., LL.D., L.H.D. - - - - - - - - - - Buffalo

1972 Carl H. Pforzheimer, Jr., A.B., M.B.A., D.C.S., H.H.D. - - - - - Purchase

1975 Edward M. M. Warburg, B.S., L.H.D. - - - - - - - - - - - - - - New York

1977 Joseph T. King, LL.B. - Queens

1974 Joseph C. Indelicato, M.D. - - - - - - - - - - - - - - - - - - - Brooklyn

1976 Mrs. Helen B. Power, A.B., Litt.D., L.H.D., LL.D. - - - - - - - Rochester

1979 Francis W. McGinley, B.S., LL.B., LL.D. - - - - - - - - - - - - Glens Falls

1980 Max J. Rubin, LL.B., L.H.D. - - - - - - - - - - - - - - - - - - New York

1986 Kenneth B. Clark, A.B., M.S., Ph.D., Litt.D. - - - - - - - - - - Hastings on Hudson

1982 Stephen K. Bailey, A.B., B.A., M.A., Ph.D., LL.D. - - - - - - - Syracuse

1983 Harold E. Newcomb, B.A. - Owego

1981 Theodore M. Black, A.B., Litt.D. - - - - - - - - - - - - - - - - Sands Point

President of the University and Commissioner of Education
Ewald B. Nyquist

Executive Deputy Commissioner of Education
Gordon M. Ambach

Associate Commissioner for Cultural Education
John G. Broughton

Assistant Commissioner for Libraries
John A. Humphry

Director, Division of Library Development
Jean L. Connor

Chief, Bureau of Public Library Services
Robert J. Flores

PREFACE

The statistical information contained in this publication was gathered from residential institutions maintained by the State of New York or receiving substantial support from it. Those which contributed data did so voluntarily, for the purpose of providing a statewide picture of library service to the patients, students, or inmates of custodial institutions. Since not all attached the same importance to the task, the data are incomplete for some institutions; some failed to reply. To those who did, our thanks for this help.

In previous years, the information on General Libraries for the use of residents was presented as Table I; that for Staff or Technical Libraries designed for professional personnel as Table II. For 1970-71, the two tables have been combined, partly to bring all library activity of a particular institution together; and partly because in many cases the Technical Libraries were very small and the data supplied meager. When collections of library material numbering less than 100 items were reported, they have been combined with the appropriate figures for the General Libraries. The subheads under the name of the institution indicate whether the information is presented separately or totaled.

Aside from that change and minor adjustments to achieve internal consistency, the figures are published as they were received. The editor accepts responsibility for any errors resulting from such necessary interpretation, and apologizes for any injustice which may have been done to any institution's library program.

Corrections or comments on *Institution Libraries: Statistics/ 1970-71* will be welcome. They should be addressed to the undersigned.

It is our hope that the data will be useful in developing better library service in the institutions which reported, and our sincere thanks to all who did so.

Eleanor A. Ferguson, Head
Institution Library Section
Division of Library Development
99 Washington Avenue
Albany, New York 12210

CONTENTS

	Page
PREFACE -	iii
INSTITUTION LIBRARY STATISTICS - - - - - - - - -	2
APPENDIX I - FOOTNOTES AND KEYS TO ABBREVIATIONS - - - - - - -	12
APPENDIX II - DIRECTORY OF STATE INSTITUTIONS - - - - - - - -	13
APPENDIX III - ANNUAL REPORT FORMS AND INSTRUCTIONS - - - - - - - -	29

NEW YORK STATE INSTITUTION LIBRARY STATISTICS FOR THE YEAR ENDING MARCH 31, 1971

INSTITUTION	TOTAL INMATES OR PATIENTS	TOTAL STAFF	LIBRARY MATERIALS ADDED 1970-71 BOOKS	OTHER	TOTAL	HOLDINGS 3/31/71 BOOKS	OTHER	TOTAL
CORRECTION								
Camps								
Beaver Dams Monterey[1]								
General and Staff Libraries	80	28	0	0	0	1 226	0	1 226
Georgetown								
General and Staff Libraries	96	29	170	0	170	1 304	4	1 308
So Plymouth Pharsalia								
General Library	80	--	37	0	37	751	0	751
Staff Library[2]	--	25	0	0	0	39	79	118
Summit								
General Library	85	32	22	72	94	970	0	970
Hospitals for Insane								
Beacon-Matteawan SH								
General Library	1 026	--	2 225	0	2 225	11 099	331	11 430
Staff Library	--	772	100	0	100	1 029	12	1 041
Dannemora SH								
General Library	366	--	150	0	150	6 200	0	6 200
Staff Library	--	450	60	0	60	840	4	844
Prisons								
Attica								
General Library	2 238	522	225	175	400	22 740	216	22 956
Auburn								
General Library[3]	1 500	1 958	1 669	0	1 669	11 254	0	11 254
School Library	--	--	0	0	0	3 173	640	3 813
Bedford Hills Westfield								
General Library	278	438	764	250	1 014	3 348	745	4 093
Dannemora Clinton								
General Library	2 066	--	653	0	653	8 457	0	8 457
Staff Library	--	533	9	6	15	294	78	372
Ossining Sing Sing								
General Library	1 450	480	2 344	156	2 500	9 010	490	9 500
Stormville Green Haven								
General Library	1 936	--	3 389	0	3 389	27 074	21	27 095
Staff Library[2]	--	1 895	4	2	6	287	163	450
Wallkill								
General Library	430	--	650	1 397	2 047	9 719	4 151	13 870
Staff Library	--	218	34	6	40	565	860	1 425
Reformatories								
Albion								
General Library	261	331	213	221	434	2 737	286	3 023
Comstock Great Meadow								
General Library	1 388	NR	1 039	0	1 039	10 378	0	10 378
Elmira								
General Library	1 122	--	1 205	0	1 205	13 487	0	13 487
Staff Library	--	433	0	0	0	495	0	495
Napanoch Catskill								
General Library	906	339	1 786	3 305	5 091	8 246	1 120	9 366
West Coxsackie								
General Library	500	--	3 562	234	3 796	9 119	498	9 617
Staff Library	--	NR	20	0	20	200	120	320
Other								
Dannemora Diag and Treat Ctr	Has no library							
Elmira Recept Ctr	225	115	630	0	630	1 934	0	1 934
Department Totals	16 033	8 598	20 951	5 818	26 769	165 975	9 818	175 793
EDUCATION								
Blind								
Batavia - N.Y.S. School								
General Library	166	128	1	1 110	1 111	235	5 846	6 081
Bronx - Lavelle								
General Library	174	74	213	728	914	2 145	8 265	10 410
Bronx - N.Y. Institute								
General Library[2]	190	100	389	330	719	9 434	52 004	61 438
Deaf								
Bronx - St. Joseph's								
General Library	244	138	288	1 166	1 454	1 980	2 731	4 711
Brooklyn - St. Francis de Sales	No Report Received							
Bufffalo - St. Mary's								
General Library	315	--	586	383	969	8 156	9 372	17 528
Staff Library[2]	--	201	481	421	902	7 099	1 038	8 137
Jackson Heights - Lexington								
General Library	351	190	368	281	649	15 703	4 547	20 250

EXPENDITURES (IN DOLLARS)					STAFF HOURS FOR YEAR			
SALARIES	MATERIALS	OTHER	TOTAL	PER CAPITA	PROFES-SIONAL	NON-PRO-FESSIONAL	TOTAL CIRCULATION	INSTITUTION
								CORRECTION
								Camps
								Beaver Dams Monterey[1]
0	0	0	0	0	0	0	NR	General and Staff Libraries
								Georgetown
0	35	0	35	.22	0	0	NR	General and Staff Libraries
								So Plymouth Pharsalia
0	NR	0	NR	--	0	0	NR	General Library
0	0	0	0	--	0	0	NR	Staff Library[2]
								Summit
0	95	0	95	1.12	0	624	NR	General Library
								Hospitals for Insane
								Beacon-Matteawan SH
0	420	0	420	.41	0	2 715	NR	General Library
0	470	0	470	.61	0	0	NR	Staff Library
								Dannemora SH
NR	327	0	327	.89	0	NR	NR	General Library
NR	NR	NR	NR	--	0	NR	75	Staff Library
								Prisons
								Attica
0	2 500	400	2 900	1.30	0	1 500	NR	General Library
								Auburn
16 351	300	150	16 801	21.24	2 730	11 152	15 634	General Library[3]
15 053	0	0	15 053	--	3 510	12 432	838	School Library
								Bedford Hills Westfield
NR	NR	NR	NR	--	0	NR	6 668	General Library
								Dannemora Clinton
8 133	659	187	8 979	4.35	1 520	0	35 525	General Library
0	97	0	97	.18	0	0	362	Staff Library
								Ossining Sing Sing
NR	NR	150	150	.10	0	13 280	5 503	General Library
								Stormville Green Haven
NR	1 200	400	1 600	.83	0	NR	NR	General Library
NR	NR	NR	NR	--	0	2 912	92	Staff Library[2]
								Wallkill
9 020	500	100	9 620	22.37	2 436	9 100	12 800	General Library
0	100	0	100	.46	0	0	260	Staff Library
								Reformatories
								Albion
0	75	80	155	.59	0	1 200	3 466	General Library
								Comstock Great Meadow
NR	0	0	0	--	0	2 080	32 788	General Library
								Elmira
11 315	0	0	11 315	10.08	2 080	3 000	28 757	General Library
0	0	0	0	--	0	0	50	Staff Library
								Napanoch Catskill
NR	522	156	678	.75	NR	NR	33 117	General Library
								West Coxsackie
10 900	4 412	1 628	16 940	33.88	2 080	NR	30 414	General Library
NR	NR	NR	NR	--	NR	NR	NR	Staff Library
								Other
								Dannemora Diag & Treat Ctr
NR	950	50	1 000	4.44	0	1 650	14 019	Elmira Recept Ctr
70 772	12 662	3 301	86 735	5.41	14 356	61 645	220 368	Department Totals
								EDUCATION
								Blind
								Batavia - N.Y.S. School
14 085	441	187	14 713	88.63	1 187	1 187	2 448	General Library
								Bronx - Lavelle
NR	NR	NR	NR	--	1 170	1 755	4 512	General Library
								Bronx - N.Y. Institute
NR	NR	NR	NR	--	1 800	1 800	NR	General Library[2]
								Deaf
								Bronx - St. Joseph's
NR	NR	NR	NR	--	480	96	10 527	General Library
								Brooklyn - St. Francis
								Buffalo - St. Mary's
17 160	3 750	0	20 910	66.38	1 640	0	3 495	General Library
19 988	2 294	472	22 754	113.20	1 137	640	2 363	Staff Library[2]
								Jackson Heights - Lexington
31 579	12 255	1 310	45 144	128.66	NR	NR	28 152	General Library

NEW YORK STATE INSTITUTION LIBRARY STATISTICS FOR THE YEAR ENDING MARCH 31, 1971

INSTITUTION	TOTAL INMATES OR PATIENTS	TOTAL STAFF	LIBRARY MATERIALS ADDED 1970-71 BOOKS	ADDED 1970-71 OTHER	ADDED 1970-71 TOTAL	HOLDINGS 3/31/71 BOOKS	HOLDINGS 3/31/71 OTHER	HOLDINGS 3/31/71 TOTAL
EDUCATION (cont.)								
Deaf (cont.)								
Lake Ronconkamo - Cleary								
General Library	68	33	770	199	969	1 783	1 661	3 444
Mill Neck								
General Library	167	60	4 000	703	4 703	6 825	1 466	8 291
Rochester								
General Library	297	--	451	3	454	5 530	72	5 602
Staff Library	--	145	27	0	27	660	9	669
Rome - N.Y.S. School								
General Library	241	140	474	0	474	2 985	0	2 985
Westbury - Nassau								
General Library	53	--	138	501	639	713	1 614	2 327
Staff Library	--	15	17	20	37	280	78	358
White Plains								
General Library	299	75	894	1 708	2 602	7 411	5 821	13 232
Other								
Albertson - Human Resources	No Report Received							
Department Totals	2 565	1 299	9 097	7 553	16 650	70 939	94 524	165 463
HEALTH								
Tuberculosis								
Mt. Morris	No Report Received							
Oneonta - Homer Folks								
General Library	115	--	39	0	39	3 394	0	3 394
Staff Library	--	221	60	0	60	2 543	0	2 543
Ray Brook[4]	No Report Received							
Other								
Buffalo - Roswell Park								
General Library[5]	302	--	NR	NR	NR	3 495	1 005	4 500
Staff Library[2]	--	2 145	143	775	918	8 211	16 139	24 350
West Haverstraw								
General Library	165	--	13	64	77	3 487	107	3 594
Staff Library	--	350	15	1	16	477	85	562
Department Totals	582	2 716	270	840	1 110	21 607	17 336	38 943
MENTAL HYGIENE								
Mental Hospitals								
Binghamton								
General Library	2 384	--	3 612	189	3 801	21 258	1 488	22 746
Staff Libraries	--	1 467	417	412	829	5 070	7 180	12 250
Bronx								
General Library	1 968	--	2 992	429	3 421	29 592	4 880	34 472
Staff Library	--	1 600	250	210	460	3 024	1 011	4 035
Brooklyn Day Hospital	Has no library							
Brooklyn - So Beach Psych.	Has no library							
Brooklyn								
General Library	2 210	--	65	0	65	5 012	39	5 051
Staff Libraries	--	1 578	79	993	1 072	1 473	1 949	3 422
Buffalo								
General Library	1 645	--	343	512	855	3 878	6 242	10 120
Staff Libraries	--	1 523	88	17	105	1 973	963	2 936
Central Islip								
General Library	5 805	--	NR	NR	NR	NR	NR	NR
Staff Library	--	3 431	69	195	264	2 674	3 264	5 938
Central Islip-Suffolk Psych.	Has no library							
Elmir Psychiatric	Has no library							
Helmuth - Gowanda								
General Library	2 145	--	90	0	90	11 126	338	11 464
Staff Library	--	1 410	537	0	537	1 358	0	1 358
Kings Park-Northeast								
Nassau Psych. Hosp.	Has no library							
Kings Park								
General Libraries	5 012	--	2 315	485	2 800	25 500	5 177	30 677
Staff Library	--	2 912	400	843	1 243	6 944	7 823	14 767
Marcy								
General Library	3 031	--	320	388	708	11 061	2 944	14 005
Staff Library	--	1 695	233	344	577	2 991	2 384	5 375
Melville - Sagamore Children's Psych.								
General Library	192	280	500	100	600	1 300	530	1 830
Middletown								
General Library	2 955	--	191	27	218	7 323	5 527	12 850
Staff Library	--	1 614	376	156	532	4 287	1 487	5 774
New York - Manhattan								
General and Staff Library	2 684	2 367	100	NR	100	2 600	56	2 656

EXPENDITURES (IN DOLLARS)					STAFF HOURS FOR YEAR			
SALARIES	MATERIALS	OTHER	TOTAL	PER CAPITA	PROFES-SIONAL	NON-PRO-FESSIONAL	TOTAL CIRCULATION	INSTITUTION
								EDUCATION (cont.)
								Deaf (cont.)
								Lake Ronconkamo - Cleary
12 494	1 200	2 794	16 488	242.47	2 400	2 880	2 380	General Library
								Mill Neck
NR	18 921	NR	18 921	113.30	0	1 400	4 936	General Library
								Rochester
NR	NR	NR	NR	--	0	1 200	5 350	General Library
NR	NR	NR	NR	--	NR	NR	150	Staff Library
								Rome - N.Y.S. School
4 666	519	24	5 209	21.61	0	840	3 107	General Library
								Westbury - Nassau
4 660	108	NR	4 768	89.96	0	480	NR	General Library
Included above					0	480	NR	Staff Library
								White Plains
55 375	5 925	1 405	62 705	213.06	NR	NR	11 181	General Library
								Other
								Albertson - Human Resources
160 007	45 413	6 192	211 612	82.50	9 814	12 758	78 600	Department Totals
								HEALTH
								Tuberculosis
								Mt. Morris
								Oneonta - Homer Folks
NR	433	NR	433	3.77	0	1 040	52	General Library
NR	596	NR	596	2.70	0	100	NR	Staff Library
								Ray Brook[4]
								Other
								Buffalo - Roswell Park
NR	220	NR	220	.73	0	0	5 563	General Library[5]
48 273	31 567	6 738	86 578	40.36	5 920	5 650	18 936	Staff Library[2]
								West Haverstraw
2 553	NR	NR	2 553	15.47	0	633	1 317	General Library
5 106	NR	NR	5 106	14.59	0	1 266	585	Staff Library
55 932	32 816	6 738	95 486	164.07	5 920	8 689	26 453	Department Totals
								MENTAL HYGIENE
								Mental Hospitals
								Binghamton
9 239	2 483	48	11 770	4.94	1 664	5 136	19 417	General Library
2 310	3 377	0	5 687	3.88	416	4 654	4 952	Staff Libraries
								Bronx
5 306	233	20	5 559	2.82	416	975	27 359	General Library
12 585	2 633	301	15 519	9.70	1 664	975	4 505	Staff Library
								Brooklyn Day Hospital
								Brooklyn-So Beach Psych.
								Brooklyn
0	500	0	500	.23	0	1 716	549	General Library
8 848	2 650	350	11 848	7.51	1 800	960	1 438	Staff Libraries
								Buffalo
16 215	1 200	0	17 415	10.59	2 080	1 352	5 189	General Library
5 968	1 289	0	7 257	4.77	0	2 080	1 960	Staff Libraries
								Central Islip
NR	NR	NR	NR	--	NR	NR	NR	General Library
6 762	896	134	7 792	2.27	0	2 730	2 411	Staff Library
								Central Islip-Suffolk Psych.
								Elmira Psychiatric
								Helmuth-Gowanda
10 175	641	10	10 826	5.05	1 976	0	2 233	General Library
536	257	0	793	.56	104	0	10	Staff Library
								Kings Park-Northeast
								Nassau Psych. Hosp.
								Kings Park
23 370	3 908	21 642	48 920	9.77	1 040	4 950	21 560	General Libraries
23 370	3 384	1 511	28 265	9.71	1 040	4 950	7 915	Staff Library
								Marcy
8 128	1 924	0	10 052	3.32	1 040	7 040	8 229	General Library
8 128	1 336	0	9 464	5.58	1 040	1 040	3 549	Staff Library
								Melville-Sagamore
								Children's Psych.
11 857	1 525	100	13 482	70.22	2 080	2 080	3 620	General Library
								Middletown
14 701	791	0	15 492	5.24	2 080	1 170	5 968	General Library
13 779	5 715	178	19 672	12.19	2 080	780	2 492	Staff Library
								New York - Manhattan
								General and
14 860	NR	NR	14 860	5.54	NR	NR	NR	Staff Library

NEW YORK STATE INSTITUTION LIBRARY STATISTICS FOR THE YEAR ENDING MARCH 31, 1971

INSTITUTION	TOTAL INMATES OR PATIENTS	TOTAL STAFF	LIBRARY MATERIALS ADDED 1970-71 BOOKS	ADDED 1970-71 OTHER	ADDED 1970-71 TOTAL	HOLDINGS 3/31/71 BOOKS	HOLDINGS 3/31/71 OTHER	HOLDINGS 3/31/71 TOTAL
MENTAL HYGIENE (cont.)								
Mental Hospitals (cont.)								
Ogdensburg - St. Lawrence								
General Library	1 220	--	176	53	229	6 220	196	6 416
Staff Library	--	1 159	96	125	221	1 895	970	2 865
Orangeburg-Rockland Children's Psych.								
General Library[6]	375	390	NR	NR	NR	10 150	1 774	11 924
Orangeburg-Rockland								
General Library	3 998	--	566	147	713	14 936	2 932	17 868
Staff Libraries	--	2 402	163	378	541	4 277	5 164	9 441
Poughkeepsie-Hudson River								
General Library	3 490	--	224	127	351	9 081	9 049	18 130
Staff Library	--	2 280	263	180	443	4 717	2 412	7 129
Queens Village-Creedmoor								
General Library	3 805	--	362	21	383	23 373	4 721	28 094
Staff Libraries	--	3 000	185	256	441	4 180	5 061	9 241
Queens Village-Queens Children's Psych.								
Staff Library	450	400	0	0	0	773	16	789
Rochester								
General Library	2 214	--	348	246	594	3 501	969	4 470
Staff Library	--	1 392	73	188	261	2 822	1 414	4 236
Syracuse Psychiatric	Has no library							
Utica								
General Library	2 133	--	466	0	466	11 820	19	11 839
Staff Library	--	1 259	172	762	934	5 037	3 627	8 664
West Brentwood-Hoch Psych.	No report received							
West Brentwood-Pilgrim								
General Libraries	9 925	--	1 505	32	1 537	24 280	5 687	29 967
Staff Library	--	4 314	221	621	842	5 324	7 527	12 851
Willard								
General Library	1 327	--	1 247	767	2 014	24 949	1 988	26 937
Staff Libraries	--	1 379	360	407	767	5 644	10 342	15 986
Wingdale-Harlem Valley								
General Library	3 609	--	1 958	706	2 664	21 996	867	22 863
Staff Library	--	1 734	146	35	181	1 128	118	1 246
Schools for Retarded								
Binghamton - Broome State School	Has no library							
Flushing-Queens	No report received							
General Library								
Staff Library								
Melville-Suffolk								
General Library[7]	1 863	--	500	NR	500	500	NR	500
Staff Library	--	1 613	115	0	115	358	94	452
Newark								
General Library	2 578	--	NR	NR	NR	1 500	1 254	2 754
Staff Library	--	1 438	6	0	6	559	100	659
Perrysburg-J.N. Adam								
Staff Library	366	360	32	0	32	256	33	289
Rochester-Monroe[8]	No report received							
Rome								
General Library	3 518	--	145	33	178	1 650	721	2 371
Staff Library	--	2 089	150	0	150	378	0	378
Sonyea-Craig Colony	No report received							
Staten Island-Gouverneur	No report received							
Staten Island-Willowbrook								
General Library	5 559	3 177	254	4	258	6 977	45	7 022
Syracuse								
General Library	402	--	248	427	675	2 957	954	3 911
Staff Library	--	405	8	0	8	747	0	747
Thiells-Letchworth Village								
General Library	3 638	--	160	48	208	4 077	1 431	5 508
Staff Library	--	1 896	129	450	579	881	5 453	6 334
Tupper Lake-Sunmount								
General Library	497	--	127	1	128	6 316	221	6 537
Staff Library	--	472	4	50	54	1 492	498	1 990
Wassaic								
General Library	4 246	--	0	0	0	3 113	543	3 656
Staff Library	--	1 714	90	0	90	790	14	804
West Seneca-Children's Psych.								
General Library	40	120	1 492	0	1 492	1 492	150	1 602
West Seneca	No report received							
Willard-Sampson	No report received							
Wilton	Has no library							

6

EXPENDITURES (IN DOLLARS)					STAFF HOURS FOR YEAR			
SALARIES	MATERIALS	OTHER	TOTAL	PER CAPITA	PROFES-SIONAL	NON-PRO-FESSIONAL	TOTAL CIRCULATION	INSTITUTION
								MENTAL HYGIENE (cont.)
								Mental Hospitals (cont.)
								Ogdensburg-St. Lawrence
11 838	NR	NR	11 838	9.70	1 280	136	NR	General Library
0	1 418	352	1 770	1.53	480	1 050	1 365	Staff Library
								Orangeburg-Rockland
								Children's Psych.
NR	3 625	NR	3 625	9.67	NR	NR	4 585	General Library[6]
								Orangeburg-Rockland
25 719	2 338	74	28 131	7.04	1 560	19 240	28 638	General Library
10 363	1 093	55	11 511	4.79	2 600	0	1 813	Staff Libraries
								Poughkeepsie-Hudson River
3 494	276	75	3 845	1.10	694	3 500	5 670	General Library
9 554	1 763	0	11 317	4.96	1 386	2 054	3 986	Staff Library
								Queens Village-Creedmoor
10 750	1 405	745	12 900	3.32	520	3 200	2 600	General Library
9 100	1 100	0	10 200	3.40	1 560	4 240	4 299	Staff Libraries
								Queens Village-Queens
								Children's Psych.
0	180	0	180	.40	0	0	NR	Staff Library
								Rochester
0	459	28	487	.22	0	2 954	7 962	General Library
10 988	834	0	11 822	8.49	2 080		1 901	Staff Library
								Syracuse Psychiatric
								Utica
4 736	2 448	63	7 247	3.40	1 040	2 132	9 885	General Library
11 586	1 811	170	13 567	10.78	1 040	2 080	2 723	Staff Library
								West Brentwood-Hoch Psych.
								West Brentwood-Pilgrim
27 592	1 899	340	29 831	3.01	1 456	5 965	84 206	General Libraries
7 400	2 070	259	9 729	2.26	624	2 080	9 176	Staff Library
								Willard
11 549	441	120	12 110	9.13	694	3 700	10 470	General Library
12 437	2 099	350	14 886	10.79	1 386	0	7 129	Staff Libraries
								Wingdale-Harlem Valley
15 324	2 060	0	17 384	4.82	1 664	1 763	2 841	General Library
0	1 898	0	1 898	1.09	416	20	4 056	Staff Library
								Schools for Retarded
								Binghamton-Broome St Sch
								Flushing-Queens
								General Library
								Staff Library
								Melville-Suffolk
NR	NR	NR	NR	--	0	24	NR	General Library[7]
9 167	2 350	100	11 617	7.20	2 080	150	883	Staff Library
								Newark
8 233	2 133	0	10 366	4.02	0	2 080	NR	General Library
0	1 538	0	1 538	1.07	0	403	150	Staff Library
								Perrysburg-J.N. Adam
0	738	0	738	2.02	0	0	55	Staff Library
								Rochester-Monroe[8]
								Rome
NR	NR	NR	NR	--	0	NR	NR	General Library
NR	NR	NR	NR	--	0	NR	NR	Staff Library
								Sonyea-Craig Colony
								Staten Island-Gouverneur
								Staten Island-Willowbrook
26 556	429	46	27 031	4.86	0	5 584	14 130	General Library
								Syracuse
10 262	710	1 135	12 107	30.12	1 638	308	7 120	General Library
0	0	0	0	--	0	0	NR	Staff Library
								Thiells-Letchworth Village
NR	NR	NR	NR	--	0	NR	NR	General Library
7 800	500	100	8 400	4.43	0	2 080	342	Staff Library
								Tupper Lake-Sunmount
977	277	0	1 254	2.52	0	508	1 182	General Library
NR	NR	NR	NR	--	0	NR	407	Staff Library
								Wassaic
6 727	0	0	6 727	1.58	0	2 080	NR	General Library
0	1 291	0	1 291	.75	0	0	NR	Staff Library
								W Seneca-Children's Psych.
4 950	1 059	665	6 674	142.38	0	NR	NR	General Library
								West Seneca
								Willard-Sampson
								Wilton

NEW YORK STATE INSTITUTION LIBRARY STATISTICS FOR THE YEAR ENDING MARCH 31, 1971

INSTITUTION	TOTAL INMATES OR PATIENTS	TOTAL STAFF	LIBRARY MATERIALS ADDED 1970-71 BOOKS	ADDED 1970-71 OTHER	ADDED 1970-71 TOTAL	HOLDINGS 3/31/71 BOOKS	HOLDINGS 3/31/71 OTHER	HOLDINGS 3/31/71 TOTAL
MENTAL HYGIENE (cont.)								
Other								
Corona-Bernard Finison Soc. & Voc. Rehab Ctr	Has no library							
N Y - Psychiatric Inst.								
Staff Library	171	592	626	472	1 098	14 881	33 500	48 381
Staten Island Inst for Basic Research in Mental Retardation								
Staff Library	20	174	266	392	658	812	886	1 698
Department Totals	85 555	53 636	25 820	12 228	38 048	384 243	164 032	548 275
NARCOTIC ADDICTION								
Rehabilitation Centers								
Albion	No report received							
Beacon-Mid-Hudson								
General Library	383	310	300	24	324	3 535	24	3 559
Beacon-Matteawan								
General Library	125	79	567	21	588	2 152	36	2 188
Bronx-Fulton	Has no library							
Brooklyn-Cushwick								
General Library	1 115	168	220	0	220	610	0	610
Buffalo-Masten Park	No report received							
Howard Beach-Cross Bay	No report received							
Long Island City-Queensboro								
General Library	1 000	200	NR	NR	NR	1 929	0	1 929
Medina-Iroquois	No report received							
New York-Bayview								
General Library	206	211	NR	NR	NR	2 498	0	2 498
New York-Cooper	No report received							
New York-Edgecombe	No report received							
New York-Manhattan								
General Library	431	--	77	0	77	2 401	0	2 401
Staff Library	--	NR	5	70	75	205	1 110	1 315
New York-Mount Morris	No report received							
Staten Island-Arthur Kill								
General Library	650	NR	534	47	581	2 001	295	2 296
Stormville-Green Haven								
General Library	184	NR	0	0	0	1 865	0	1865
Woodbourne								
General Library	640	500	200	137	337	13 046	231	13 277
Yonkers-Ridge Hill	No report received							
Department Totals	4 734	1 468	1 903	299	2 202	30 242	1 696	31 938
SOCIAL SERVICES								
Homes for Aged								
Oxford-Veterans Home	No report received							
State Training Schools								
Claverack-Brookwood	No report received							
Goshen								
General Library	100	--	385	0	385	3 211	81	3 292
Staff Library	--	110	20	0	20	173	0	173
Highland								
General Library	211	206	849	97	946	4 140	941	5 081
Hudson								
General Library	169	272	104	215	319	5 503	1 002	6 505
Industry-Agric & Indust.								
General Library	312	--	306	176	482	9 146	1 791	10 937
Staff Library	--	309	0	0	0	68	51	119
Johnstown - Tryon								
General Library	85	111	704	20	724	1 653	257	1 910
New Hampton								
General and Staff Libraries	283	236	161	16	177	3 390	102	3 492
Otisville								
General Library	382	282	100	670	770	5 547	2 310	7 857
Red Hook-Overbrook	No report received							
South Kortright								
General Library	50	--	372	90	462	1 750	236	1 986
Staff Library	--	43	115	6	121	115	6	121
South Lansing	No report received							
Warwick								
General Library	248	312	1 250	152	1 402	8 714	1 417	10 131
Wynantskill	No report received							
Department Totals	1 840	1 881	4 366	1 442	5 808	43 410	8 194	51 604

EXPENDITURES (IN DOLLARS)					STAFF HOURS FOR YEAR			
SALARIES	MATERIALS	OTHER	TOTAL	PER CAPITA	PROFES-SIONAL	NON-PRO-FESSIONAL	TOTAL CIRCULATION	INSTITUTION
								MENTAL HYGIENE (cont.)
								Other
								Corona-Bernard Finison Soc. & Voc. Rehab. Ctr.
								N Y - Psychiatric Inst.
50 000	16 740	10 086	76 826	129.77	NR	NR	7 587	Staff Library
								Staten Island Inst for Basic Research in Mental Retardation
15 428	16 700	3 770	35 898	206.31	2 080	1 950	921	Staff Library
518 667	108 424	42 827	669 918	7.83	46 798	111 869	349 439	Department Totals
								NARCOTIC ADDICTION
								Rehabilitation Centers
								Albion
								Beacon-Mid-Hudson
NR	NR	NR	NR	--	0	500	NR	General Library
								Beacon-Matteawan
0	385	0	385	3.08	0	1 560	2 019	General Library
								Bronx-Fulton
								Brooklyn-Bushwick
0	0	0	0	--	0	0	NR	General Library
								Buffalo-Masten Park
								Howard Beach-Cross Bay
								Long Island City-Queensboro
0	0	0	0	--	0	0	NR	General Library
								Medina-Iroquois
								New York-Bayview
0	0	0	0	--	0	0	NR	General Library
								New York-Cooper
								New York-Edgecombe
								New York-Manhattan
0	0	0	0	--	0	1 728	NR	General Library
0	0	0	0	--	0	0	NR	Staff Library
								New York-Mount Morris
								Staten Island-Arthur Kill
0	0	0	0	--	NR	NR	1 565	General Library
								Stormville-Green Haven
0	0	0	0	--	0	1 196	1 073	General Library
								Woodbourne
NR	45	NR	45	.07	0	19 409	7 519	General Library
								Yonkers-Ridge Hill
0	430	0	430	.09	0	24 393	12 176	Department Totals
								SOCIAL SERVICES
								Homes for Aged
								Oxford-Veterans Home
								State Training Schools
								Claverack-Brookwood
								Goshen
8 590	600	0	9 190	91.90	1 520	400	1 738	General Library
452	50	0	502	4.56	80	0	80	Staff Library
								Highland
12 292	1 273	418	13 983	66.27	1 496	0	2 570	General Library
								Hudson
16 589	2 299	251	19 139	113.25	1 600	1 600	43 985	General Library
								Industry-Agric & Indust.
11 252	1 371	0	12 623	40.46	1 600	0	4 003	General Library
NR	NR	NR	NR	--	NR	180	15	Staff Library
								Johnstown - Tryon
NR	813	20	833	9.80	NR	NR	NR	General Library
								New Hampton
								General and
11 956	1 500	125	13 581	47.99	1 680	840	6 177	Staff Libraries
								Otisville
9 807	2 238	64	12 109	31.70	1 600	720	2 100	General Library
								Red Hook-Overbrook
								South Kortright
1 631	650	250	2 531	50.62	80	278	NR	General Library
0	200	0	200	4.65	0	0	NR	Staff Library
								South Lansing
								Warwick
11 399	1 535	0	12 934	52.15	1 736	520	10 175	General Library
								Wynantskill
83 968	12 529	1 128	97 625	53.06	11 392	4 538	70 843	Department Totals

NEW YORK STATE INSTITUTION LIBRARY STATISTICS FOR THE YEAR ENDING MARCH 31, 1971

INSTITUTION	TOTAL INMATES OR PATIENTS	TOTAL STAFF	LIBRARY MATERIALS ADDED 1970-71 BOOKS	ADDED 1970-71 OTHER	ADDED 1970-71 TOTAL	HOLDINGS 3/31/71 BOOKS	HOLDINGS 3/31/71 OTHER	HOLDINGS 3/31/71 TOTAL
YOUTH, DIVISION FOR								
Great Valley								
General Library	67	32	NR	NR	NR	NR	NR	NR
Masonville								
General Library	60	NR	NR	NR	NR	NR	NR	NR
White Plains	Has no library							
Department Totals	127	32						
RECAPITULATION								
CORRECTIONAL SERVICES	16 033	8 598	20 951	5 818	26 769	165 975	9 818	175 793
EDUCATION	2 565	1 299	9 097	7 553	16 650	70 939	94 524	165 463
HEALTH	582	2 716	270	840	1 110	21 607	17 336	38 943
MENTAL HYGIENE	85 555	53 636	25 820	12 228	38 048	384 243	164 032	548 275
NARCOTIC ADDICTION CONTROL	4 734	1 468	1 903	299	2 202	30 242	1 696	31 938
SOCIAL SERVICES	1 840	1 881	4 366	1 442	5 808	43 410	8 194	51 604
YOUTH	127	32	NR	NR	NR	NR	NR	NR
TOTALS	111 436	69 630	62 407	28 180	90 587	716 416	295 600	1 012 016

EXPENDITURES (IN DOLLARS)					STAFF HOURS FOR YEAR			
SALARIES	MATERIALS	OTHER	TOTAL	PER CAPITA	PROFES-SIONAL	NON-PRO-FESSIONAL	TOTAL CIRCULATION	INSTITUTION
								YOUTH, DIVISION FOR
								Great Valley
NR	NR	NR	NR	--	NR	NR	NR	General Library
								Masonville
NR	NR	NR	NR	--	0	0	NR	General Library
								White Plains
								Department Totals
								RECAPITULATION
70 772	12 662	3 301	86 735	5.41	14 356	61 645	220 368	CORRECTIONAL SERVICES
160 007	45 413	6 192	211 612	82.50	9 814	12 758	78 600	EDUCATION
55 932	32 816	6 738	95 486	164.07	5 920	8 689	26 453	HEALTH
518 667	108 424	42 827	669 918	7.83	46 798	111 869	349 439	MENTAL HYGIENE
0	430	0	430	.09	NR	24 393	12 176	NARCOTICS ADDICTION CONTROL
83 968	12 529	1 128	97 625	53.06	11 392	4 538	70 843	SOCIAL SERVICES
NR	NR	NR	NR	--	NR	NR	NR	YOUTH, DIVISION FOR
889 346	212 274	60 186	1 161 806	10.42	88 280	223 892	757 879	TOTALS

APPENDIX I

FOOTNOTES AND KEYS TO ABBREVIATIONS

FOOTNOTES

[1]The Southern Tier Library System bookmobile visits the camp twice a month.

[2]Staff figure not reported. Figure shown is taken from the 1969-70 report.

[3]Salary and staff hour figures include Federal LSCA grant which funded two positions in 1970 and 1971, an assistant librarian and a senior clerk.

[4]Closed as a tuberculosis hospital April 30, 1971

[5]Operated by volunteers

[6]Report incomplete. Hospital in process of opening

[7]Patients library open only 2 months

[8]Under construction

NR - Not Reported

STATE DEPARTMENTS

C - Correctional Services
D - Division for Youth
E - Education
H - Health
M - Mental Hygiene
N - Narcotic Addiction Control Commission
S - Social Services

LIBRARY SYSTEMS

BN - Brooklyn Public Library
BE - Buffalo and Erie County Public Library
CC - Chautauqua-Cattaraugus Library System
CST - Chemung-Southern Tier Library System
CEF - Clinton-Essex-Franklin Library
FL - Finger Lakes Library System
4C - Four County Library System
MH - Mid-Hudson Libraries
MY - Mid-York Library System
MV - Mohawk Valley Library Association
N - Nassau Library System
NY - The New York Public Library
NIO - Nioga Library System
NC - North Country Library System
O - Onondaga Library System
P - Pioneer Library System
Q - Queens Borough Public Library
RC - Ramapo Catskill Library System
SA - Southern Adirondack Library System
S - Suffolk Cooperative Library System
UH - Upper Hudson Library Federation
W - Westchester Library System

APPENDIX II

DIRECTORY OF STATE INSTITUTIONS
(As of March 1971)

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Albertson, Human Resources School Albertson 11507	E	N	Ruth Velleman	Richard Switzer, Director
Albion Rehabilitation Center Albion 14411	N	NIO		Mark K. Lindsay, Director
Albion State Institution Albion 14411	C	NIO		Janice P. Warne, Superintendent
Albion, Western Correctional Facility Box D Albion 14411	C	NIO		Janice P. Warne, Superintendent
Annsville Youth Camp (*see* Taberg)				
Arthur Kill Rehabilitation Center (*see* Staten Island)				
Attica Correctional Facility Box 149 Attica 14011	C	P		Vincent R. Mancusi, Superintendent
Auburn Correctional Facility 135 State Street Auburn 13022	C	FL	J. Milton Shatzel	Robert J. Henderson, Superintendent
Auburn, Monsignor Dugan START Center RD #4 Pine Ridge Road Auburn 13021	D	FL		Cal Weldon, Supervisor
Austin MacCormick Youth Camp (*see* Brooktondale)				
Batavia, New York State School for the Blind Richmond Avenue Batavia 14020	E	BE	Mrs. Evelyn Riegel	Leland Sanborn, Superintendent
Bayview Rehabilitation Center (*see* New York)				
Beacon, Matteawan State Hospital Box 307 Beacon 12508	C	MH		W. Cecil Johnson, M.D., Superintendent

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Beacon, Mid-Hudson Rehabilitation Center Box 388 Building #21 Beacon 12508	N	MH		William Quick, Director
Beacon, Narcotic Rehabilitation Center at Matteawan Box 307 Building #13 Beacon 12508	N	MH		W. Cecil Johnston, M.D., Superintendent
Beacon State Institution Box 307 Beacon 12508	C	MH		W. Cecil Johnston, M.D., Superintendent
Beaver Dams, Camp Monterey RD #1 Beaver Dams 14812	C	CST		Herman E. Cassidy, Supervisor
Bedford Hills Correctional Facility 247 Harris Road Bedford Hills 10507	C	W		Elizabeth Lynch, Superintendent
Bernard Finison Social and Vocational Rehabilitation Unit (*see* Corona)				
Binghamton, Broome State School 257 Main Street Binghamton 13905	C	4C		Erich R. Mamlock, M.D., Director
Binghamton State Hospital 425 Robinson Street Binghamton 13901	M	4C	Elliott Goodman	Louis Dozoretz, M.D., Director
Bronx Children's Psychiatric Hospital 1500 Waters Place Bronx 10461	M	NY		Richard Feinberg, Director
Bronx, Fulton After Care Center 1511 Fulton Avenue Bronx 10457	N	NY		Louis Samuel, Director
Bronx, Lavelle School for the Blind East 221st Street and Paulding Avenue Bronx 10469	E	NY	Mrs. Gunta Semba	Sister Mary Floretta, Superintendent
Bronx, New York Institute for Education of the Blind 999 Pelham Parkway Bronx 10469	E	NY	Mrs. Dorothy Scholtes	William May, M.D., Principal

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Bronx, St. Joseph's School for the Deaf 1000 Hutchinson River Parkway Bronx 10465	E	NY	Mrs. Sabina Grabe	Frances I. Cronin, Superintendent
Bronx State Hospital 1500 Waters Place Bronx 10461	M	NY	Philip Weimerskirch	Israel Zwerling, M.D., Director
Bronx, Youth Development Center 170 East 210th Street Bronx 10467	D	NY		
Bronx, Youth Home 828 East 215th Street Bronx 10467	D	NY		Raymond A. Basili, Supervisor
Brooklyn, Bushwick Community Based Center 41-49 Howard Avenue Brooklyn 11221	N	BN		Jesse Arnette, Director
Brooklyn Day Hospital 490 Fulton Street Brooklyn 11201	M	BN		Lilly Engler, M.D., Director
Brooklyn, St. Francis de Sales School for the Deaf 697 Carroll Street Brooklyn 11215	E	BN	Sister Francis Solano	Sister Anne Behre, Superintendent
Brooklyn, South Beach Psychiatric Center 600 Albany Avenue Pavillion 2 Brooklyn 11203	M	BN		Alvin Mesnikoff, M.D., Director
Brooklyn State Hospital 681 Clarkson Avenue Brooklyn 11203	M	BN		Morton B. Wallach, M.D., Director
Brooktondale, Austin MacCormick Youth Camp South Road Brooktondale 14817	D	NC		Donald Casey, Superintendent
Brookwood Center for Girls (*see* Claverack)				
Broome State School (*see* Binghamton)				
Buffalo, Masten Park Rehabilitation Center 485 Best Street Buffalo 14208	N	BE		A. Louis Cid, Director

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Buffalo, Roswell Park Memorial Institute 666 Elm Street Buffalo 14203	H	BE	Grace B. Pabst	Gerald P. Murphy, M.D., Director
Buffalo, St. Mary's School for the Deaf 2253 Main Street Buffalo 14214	E	BE	Collette Sangster Sister Ann North	Sister Nora Letourneau, Principal
Buffalo State Hospital 400 Forest Avenue Buffalo 14213	M	BE	Mrs. Helen Liles	Joseph J. Sconzo, M.D., Director
Buffalo Youth Home 389 Elmwood Avenue Buffalo 14222	D	BE		Thomas H. Overfield, Supervisor
Buffalo, Youth Home for Girls 311 Minnesota Avenue Buffalo 14215	D	BE		
Bushwick Community Based Center (*see* Brooklyn)				
Camp Monterey (*see* Beaver Dams)				
Camp Pharsalia (*see* South Plymouth)				
Central Islip State Hospital Carleton Avenue Central Islip 11722	M	S	Mildred Moore	Francis J. O'Neill, M.D., Director
Central Islip, Suffolk Psychiatric Hospital P.O. Box K Central Islip 11722	M	S		James A. Brice, M.D., Director
Charles Loring Brace Youth Camp (*see* Masonville)				
Claverack, Brookwood Center for Girls Claverack 12513	S	MH		Frank Shaughnessy, Director
Cleary School for the Deaf (*see* Lake Ronkonkamo)				
Clinton Correctional Facility (*see* Dannemora)				
Comstock, Great Meadow Correctional Facility Box 51 Comstock 12821	C	SA		Joseph P. Conboy, Superintendent

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Cooper Community Based Center (*see* New York)				
Corona, Bernard Finison Social and Vocational Rehabilitation Unit 37-10 114th Street Corona 11368	M	Q		Bernard Tesse, M.D., Director
Craig Colony State School (*see* Sonyea)				
Creedmoor State Hospital (*see* Queens Village)				
Cross Bay Rehabilitation Center (*see* Howard Beach)				
Dannemora, Clinton Correctional Facility 97 Cook Street Dannemora 12929	C	CEF	William J. Brennan	J. E. LaVallee, Superintendent
Dannemora, Clinton Diagnostic and Treatment Center Dannemora 12929	C	CEF		Paul C. Agnew, M.D., Director
Dannemora State Hospital Dannemora 12929	C	CEF	Dennis McGuire	Paul C. Agnew, M.D., Director
Eastern New York Correctional Facility (*see* Napanoch)				
Edgecombe Rehabilitation Center (*see* New York)				
Edmond Fitzgerald START Center (*see* Middletown)				
Edward R. Cass Youth Camp (*see* Rensselaerville)				
Elmira Correctional Facility Davis Street Elmira 14902	C	CST	Robert York	Daniel Damon, Superintendent
Elmira Psychiatric Center 758 East Church Street Elmira 14901	M	CST		Robert McKinley, M.D., Director
Elmira, Reception Center at Davis Street Elmira 14902	C	CST		Chester D. Owens, Superintendent

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Ernie Davis Youth Home (*see* Syracuse)				
Fishkill Correctional Facility Fishkill 12524	C	MH		W. Cecil Johnston, M.D., Superintendent
Flushing, Queens State School c/o Stadium View Inn 37-10 114th Street Flushing 11368	M	Q		Bernard Tesse, M.D., Director
Fulton, After Care Center (*see* Bronx)				
Georgetown, Camp Georgetown Crum Hill Road Georgetown 13072	C	MY		Clifton J. Casscles, Supervisor
Glenham Correctional Facility Glenham 12527	C	MH		W. Cecil Johnston, M.D., Superintendent
Goshen Center for Boys Drawer 90 Goshen 10924	S	RC	Robert Metz	Norman Catlett Director
Gouverneur State School (*see* Staten Island)				
Gowanda State Hospital (*see* Helmuth)				
Great Meadow Correctional Facility (*see* Comstock)				
Great Valley Youth Camp Mutton Hollow Road Great Valley 14741	D	CC		Donald Jurth, Superintendent
Green Haven Correctional Facility (*see* Stormville)				
Harlem Valley State Hospital (*see* Wingdale)				
Helmuth, Gowanda State Hospital Helmuth 14079	M	CC	Donald MacDonald	J. Rothery Haight, M.D., Director
Hempstead, Youth Home 73 Lafayette Avenue Hempstead 11550	D	N		Frank Guerrera, Director
Highland School for Children Rt. #1, Box 393 Highland 12528	S	MH	Mrs. Thelma Lucas	Frederick Appleton, Superintendent

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Hoch Psychiatric Hospital (*see* West Brentwood)				
Homer Folks Tuberculosis Hospital (*see* Oneonta)				
Howard Beach, Cross Bay Rehabilitation Center 155-55 Cross Bay Boulevard Howard Beach 11414	N	Q		Raymond Bara, Director
Hudson, New York State School for Girls Box 576 Hudson 12534	S	MH		Thomas E. Tunney, Superintendent
Hudson River State Hospital (*see* Poughkeepsie)				
Industry, State Agricultural and Industrial School Industry 14474	S	P	Arlene Callahan	John B. Costello, Superintendent
Institute for Basic Research in Mental Retardation (*see* Staten Island)				
Iroquois Rehabilitation Center (*see* Medina)				
J. N. Adam Hospital Division (*see* Perrysburg)				
J. Stanley Sheppard Youth Home (*see* New York)				
Jackson Heights, Lexington School for the Deaf 26-26 75th Street Jackson Heights 11370	E	Q	Marie-Ann Marchese	Leo E. Connor, M.D., Superintendent
Johnstown, Tryon School for Boys Perth-Johnstown Road Johnstown 12095	S	MV		Sidney Zirin, Superintendent
Kings Park, Northeast Nassau Psychiatric Hospital Kings Park 11754	M	S		Olga VonTauber, M.D., Director
Kings Park State Hospital Kings Park 11754	M	S	Grace J. Lyons	Shepherd Nathan, M.D., Director
Lake Ronkonkamo, Cleary School for the Deaf Smithtown Boulevard Lake Ronkonkamo 11779	E	S	Sister Doris Marie Batt	Sister Loyola Marie, Superintendent

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Lavelle School for the Blind (*see* Bronx)				
Letchworth Village (*see* Thiells)				
Lexington School for the Deaf (*see* Jackson Heights)				
Long Island City, Queensboro Rehabilitation Center 47-04 Van Dam Street Long Island City 11101	N	Q		Charles D. King, Director
Manhattan Rehabilitation Center (*see* New York)				
Manhattan State Hospital Complex (*see* New York)				
Marcy State Hospital Marcy 13403	M	MY	Mrs. Edith Smith	Newton Bigelow, M.D., Director
Masonville, Charles Loring Brace Youth Camp Route #8 Masonville 13804	D	4C		Fred Peck, Superintendent
Masten Park Rehabilitation Center (*see* Buffalo)				
Matteawan State Hospital (*see* Beacon)				
Medina, Iroquois Rehabilitation Center Tibbits Road, RD #1 Medina 14103	N	NIO		Valory A. Koch, Director
Melville, Sagamore Children's Psychiatric Center Box 755 Melville 11748	M	S		Mary Hagamen, M.D., Director
Melville, Suffolk State School Box 788 Melville 11748	M	S		John Gibbon, M.D., Director
Mid-Hudson Rehabilitation Center (*see* Beacon)				
Middletown, Edmond Fitzgerald START Center Box 144, Hill Station Middletown 10940	D	RC		Horace Belton, Jr., Supervisor

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Middletown, Narcotic Rehabilitation Center Middletown State Hospital Monhagen Avenue Middletown 10940	N	RC		
Middletown State Hospital Monhagen Avenue Middletown 10940	M	RC	Julius Gelencser	Amore Del Giudice, M.D., Director
Mill Neck Manor Lutheran School for the Deaf Frost Mill Road, Box 12 Mill Neck 11765	E	N	Mrs. Pederson Mrs. Fowle	Melvin W. Luebke, Headmaster
Monroe State School (*see* Rochester)				
Mount Morris Community Based Center (*see* New York)				
Mount Morris Tuberculosis Hospital Mount Morris 14510	H	P		James M. Judd, M.D., Director
Napanoch, Eastern New York Correctional Facility Box 338 Napanoch 12458	C	RC		Maurice M. Blow, Superintendent
Narcotic Rehabilitation Center at Manhattan State Hospital (*see* New York)				
Nassau Day Classes for Deaf Children (Catholic Charities) (*see* New York)				
New Hampton School for Boys New Hampton 10956	S	RC	Mrs. Helen Barg	Herman Sapier, M.D., Superintendent
New York, Bayview Rehabilitation Center 550 West 20th Street New York 10011	N	NY		Benjamin Goldman, Director
New York, Cooper Community Based Center 232 East 12th Street New York 10003	N	NY		Saul Skobel, Director
New York, Edgecombe Rehabilitation Center 611 Edgecombe Avenue New York 10032	N	NY		Thomas Wills, Director

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
New York, J. Stanley Sheppard Youth Home 433 West 22d Street New York 10011	D	NY		Wilson Gonzalez, Director
New York, Manhattan Rehabilitation Center 460 West 41st Street New York 10018	N	NY		Stephen Chinlund, Director
New York, Manhattan State Hospital Complex: Dunlop Psychiatric Hospital	M	NY	Dorothy Williams	Andrew Bernath, M.D., Director
Kirby Psychiatric Hospital	"	"	"	Israel Kesselbrenner, M.D., Director
Meyer Psychiatric Hospital Ward's Island New York 10035	"	"	"	Harry Cohen, M.D., Director
New York, Mount Morris Community Based Center 10 Mount Morris Park West New York 10027	N	NY		Virgil Hodges, Director
New York, Narcotic Rehabilitation Center at Manhattan State Hospital Ward's Island New York 10035	N	NY	Dorothy Williams	
New York School for the Deaf (*see* White Plains)				
New York, Sheridan Rehabilitation Center 75 Morton Street New York 10014	N	NY		Stanley A. Slawinski, Director
New York State Psychiatric Institute 722 West 168th Street New York 10032	M	NY	James Montgomery	Lawrence Kolb, M.D., Director
New York State Rehabilitation Hospital (*see* West Haverstraw)				
New York State School for the Deaf (*see* Rome)				
New York State School for Girls (*see* Hudson)				

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Newark State School 529 Church Street Newark 14513	M	P		Frank R. Henne, M.D., Director
Niagara Falls, Youth Home for Girls 1301 Ferry Avenue Niagara Falls 14301	D	NIO		
Northeast Nassau Psychiatric Hospital (*see* Kings Park)				
Oneonta, Homer Folks Tuberculosis Hospital Upper West Street Oneonta 13820	H	4C		James Monroe, M.D., Director
Ogdensburg, St. Lawrence State Hospital Station A Ogdensburg 13669	M	NC	Constance McDaniel	Lee Hanes, M.D., Director
Orangeburg, Rockland Children's Psychiatric Hospital Orangeburg 10962	M	RC		Hagop Machikian, Director
Orangeburg, Rockland State Hospital Orangeburg 10962	M	RC	Mrs. Stanley Zsoter	Hyman Pleasure, M.D., Director
Ossining Correctional Facility 354 Hunter Street Ossining 10562	C	W		Leland Casscles, Superintendent
Otisville State School for Boys Otisville 10963	S	RC	Hudson Whitright	Benjamin J. Hill, M.D., Superintendent
Overbrook Center for Children (*see* Red Hook)				
Oxford, New York State Veterans Home Oxford 13830	S	4C		Joseph L. Marso, Superintendent
Perrysburg, J. N. Adam Hospital Division West Seneca State School Perrysburg 14129	M	CC		Aslan Mizrahi, M.D., Director
Pilgrim State Hospital (*see* West Brentwood)				

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Poughkeepsie, Hudson River State Hospital Poughkeepsie 12601	M	MH	Mrs. Ann Post	Herman B. Snow, M.D., Director
Queens State School (*see* Flushing)				
Queens Village, Creedmoor State Hospital 80-45 Winchester Boulevard Queens Village 11427	M	Q	Hyman Bergman	Irwin Greenberg, M.D., Director
Queens Village, Queens Children's Psychiatric Hospital 80-45 Winchester Boulevard Queens Village 11427	M	Q		Gloria Faretra, Director
Queensboro Rehabilitation Center (*see* Long Island City)				
Red Hook, Overbrook Center for Children Box 81, RD #2 Red Hook 12571	S	MH		Joseph B. Robinson, Director
Rensselaerville, Edward R. Cass Youth Camp Rensselaerville 12147	D	UH		Thomas Pottenburgh, Superintendent
Ridge Hill Rehabilitation Center (*see* Yonkers)				
Rochester, Monroe State School Al Sigl Center 1000 Elmwood Avenue Rochester 14620	M	P		Albert Scheiner, M.D., Director
Rochester School for the Deaf 1545 St. Paul Street Rochester 14621	E	P	Mrs. Shirley Panara	Ralph Hoag, M.D., Superintendent
Rochester State Hospital 1600 South Avenue Rochester 14604	M	P	Helen Vogel	Daniel Davis, M.D., Director
Rochester Youth Home 55 Greig Street Rochester 14608	D	P		James Stone, Director
Rochester Children's Psychiatric Hospital (*see* Orangeburg)				
Rockland State Hospital (*see* Orangeburg)				

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Rome, New York State School for the Deaf 713 North Madison Street Rome 13440	E	MY	Mrs. Janet B. Dain	J. Jay Farman, Superintendent
Rome State School Box 550 Rome 13440	M	MY		Charles Greenberg, M.D., Director
Sagamore Children's Psychiatric Center (*see* Melville)				
St. Francis de Sales School for the Deaf (*see* Brooklyn)				
St. Joseph's School for the Deaf (*see* Bronx)				
St. Lawrence State Hospital (*see* Ogdensburg)				
St. Mary's School for the Deaf (*see* Buffalo)				
Sam A. Lewisohn START Center (*see* West Brentwood)				
Sampson State School (*see* Willard)				
Sheridan Rehabilitation Center (*see* New York)				
Sonyea, Craig Colony State School Sonyea 14556	M	P		Vincent Bonafede, M.D., Director
South Beach Psychiatric Center (*see* Brooklyn)				
South Kortright Center for Boys Box 18 South Kortright 13842	S	4C		Frederick Allen, Director
South Lansing School for Girls Box 20 South Lansing 14882	S	FL		Mrs. Muriel E. Jenkins, Superintendent
South Plymouth, Camp Pharsalia South Plymouth 13844	C	4C		Joseph W. Perrin, Supervisor
State Agricultural and Industrial School (*see* Industry)				

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Staten Island, Arthur Kill Rehabilitation Center 2911 Arthur Kill Road Staten Island 10309	N	NY		William Gaines, Director
Staten Island, Gouverneur State School 621 Water Street Staten Island 10314	M	NY		Jack Hammond, M.D., Director
Staten Island, Institute for Basic Research in Mental Retardation 1050 Forest Hill Road Staten Island 10314	M	NY	Lawrence Black	George A. Jervis, M.D., Director
Staten Island, Willowbrook START Center 1133 Forest Hill Road Staten Island 10314	D	NY		Mrs. Gloria McFarland, Supervisor
Staten Island, Willowbrook State School 2760 Victory Boulevard Staten Island 10314	M	NY	Mrs. Marjorie Clinton	Jack Hammond, M.D., Director
Staten Island, Youth Home #9 211 Holden Boulevard Staten Island 10314	D	NY		Johanna H. MacDonald, Director
Stormville, Green Haven Correctional Facility Drawer B Stormville 12582	C	MH		John L. Zelker, Supervisor
Stormville, Narcotic Rehabilitation Center Green Haven Correctional Facility Stormville 12582	N	MH		Earl C. Schrader, Director
Suffolk Psycniatric Hospital (*see* Central Islip)				
Suffolk State School (*see* Melville)				
Summit, Camp Summit RFD Dibble Road Summit 12175	C	MV		Donald L. Otis, Supervisor
Sunmount State School (*see* Tupper Lake)				
Syracuse, Ernie Davis Youth Home 212 Ash Street Syracuse 13208	D	O		Donald Muccigrosso, Supervisor

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
Syracuse Psychiatric Hospital 708 Irving Avenue Syracuse 13210	M	O		G. Anthony Ives, M.D., Director
Syracuse State School 800 South Wilbur Street Syracuse 13201	M	O	Mrs. Josephine Geiss	George Bucholtz, M.D., Director
Taberg, Annsville Youth Camp RFD #1 Taberg 13471	D	MY		Douglas Nessle, Superintendent
Thiells, Letchworth Village Thiells 10984	M	RC		Oleh Wolansky, Director
Tryon School for Boys (*see* Johnstown)				
Tupper Lake, Sunmount State School Tupper Lake 12986	M	CEF		Richard L. Francis, M.D., Director
Utica State Hospital 1213 Court Street Utica 13502	M	MY	Toms Smith	George Volow, M.D., Director
Wallkill Correctional Facility Box G Wallkill 12589	C	RC	John Black	Harold N. Butler, Superintendent
Warwick State School for Boys Warwick 10990	S	RC	Mamie Wilkerson	A. Alfred Cohen, Superintendent
Wassaic State School Wassaic 12592	M	MH		George F. Etling, M.D., Director
West Brentwood, Hoch Psychiatric Hospital West Brentwood 11717	M	S		Hyman Barahal, M.D., Director
West Brentwood, Pilgrim State Hospital West Brentwood 11717	M	S	Mrs. Aime Atlas	Henry Brill, M.D., Director
West Brentwood, Sam A. Lewisohn START Center Commack Road West Brentwood 11717	D	S		Vera Smith, Supervisor
West Coxackie, Coxsackie Correctional Facility Box 200 West Coxsackie 12192	C	MH	Herman Rudolf	Harry Fritz, Superintendent
West Haverstraw, New York State Rehabilitation Hospital West Haverstraw 10993	H	RC		Michael T. Carpendale, M.D., Director

INSTITUTION LIBRARY AND ADDRESS	DEPT.	SYSTEM	LIBRARIAN	HEAD OF INSTITUTION
West Seneca Children's Psychiatric Hospital 1200 East and West Road West Seneca 14224	M	BE		Dorothy Baker, M.D., Director
West Seneca State School 1200 East and West Road West Seneca 14224	M	BE		Samuel Feinstein, M.D Director
Westbury, Nassau Day Classes for Deaf Children (Catholic Charities) 75 Post Avenue Westbury 11590	E	N	Mrs. Faridah Siahpoosh	Rev. Eugene R. Dyer, Administrator
White Plains, New York School for the Deaf 555 Knollwood Road White Plains 10603	E	W	Henry L. Buzzard Mrs. Linda Canty	Roy M. Stelle, M.D., Superintendent
White Plains, Youth Home #10 55 DeKalb Avenue White Plains 10603	D	W		Mrs. Corinne Kurtz, Director
Willard, Sampson State School Willard 14588	M	FL		Edward McGuinness, M.D., Director
Willard State Hospital Willard 14588	M	FL	Mrs. Alta Boyer	Anthony Mustille, M.D., Director
Willowbrook START Center (*see* Staten Island)				
Willowbrook State School (*see* Staten Island)				
Wilton State School Wilton 12866	M	SA		Emanuel M. Rechter, M.D., Director
Wingdale, Harlem Valley State Hospital Wingdale 12594	M	MH	John J. Davis	Lawrence Roberts, M.D., Director
Woodbourne Rehabilitation Center Pouch #1 Woodbourne 12788	N	RC		James Morrow, Director
Wynantskill Center for Girls Box 54 Wynantskill 12198	S	UH		Harold R. Bissett, Director
Yonkers, Ridge Hill Rehabilitation Center Centuck Station, NYS Thruway Exit 6A, North Yonkers 10710	N	W		Alan Wood, Director

APPENDIX III

The University of the State of New York
The State Education Department
Division of Library Development
99 Washington Avenue
Albany, New York 12210

INSTRUCTIONS FOR THE

ANNUAL REPORT OF INSTITUTION LIBRARIES

1970-71

Please read before filling out the
ANNUAL LIBRARY REPORT FORMS

THE ANNUAL REPORT IS DUE IN ALBANY
May 20, 1971

GLOSSARY OF SELECTED TERMS

AUDIOVISUAL MATERIALS Nonbook library materials, such as recordings, transparencies, tapes, slides, films, and filmstrips, which require the use of special equipment in order to be seen or heard.

BIBLIOGRAPHIC VOLUME A unit of publication distinguished from other units by having its own title page, half title, over title or portfolio title. In connection with periodicals, the publisher's volume.

BOOK A unit of publication, either bibliographically independent or a volume in a series published under the same title, consisting of leaves, sheets, or signatures sewn or otherwise bound together, covered or uncovered. Bound volumes of periodicals and newspapers are not considered books.

CATALOGED MATERIAL Any library material which has been identified in a catalog which records, describes, and indexes the resources of a library; as distinct from library materials which are merely physically arranged for use and are not indexed and described individually by item.

CIRCULATION The activity of a library in lending its resources to borrowers. For statistical purposes, photocopies provided in lieu of circulation should also be included. Count one for each loan of a book, serial, or nonbook item.

GOVERNMENT DOCUMENT Any publication in book, serial, or nonbook form bearing a government imprint, e.g., the publications of federal, state, local, and foreign governments and of world organizations, such as United Nations, European Common Market, etc. Government documents held in a separate documents section of the library are counted as Documents. Documents which are fully cataloged and intershelved with books are counted as Book Stock. Periodicals which bear a government imprint but are treated as part of the periodicals collection are counted as Periodicals. Documents held in vertical files with other ephemera are counted as Pamphlets.

MICROCARD An opaque card containing images photographically reduced to a size too small to be read without magnification.

MICROFICHE A microfilm sheet containing multiple images in a grid pattern.

MICROFILM A strip of film containing photographic images usually too small to be read without magnification. Microfilm has been discontinued as a separate category in the annual report.

MICROFORM Any library material which has been photographically reduced in size for storage and protection purposes, and which must be read with the help of enlarging instruments. Microform is now included within the count of the various types of materials such as books or periodicals. A microcopy of a volume of adult nonfiction is counted as a title and volume of Adult Nonfiction under Book Stock, for example.

NEWSPAPER A serial publication issued at stated and frequent intervals (usually daily, weekly or semiweekly), which reports events and discusses topics of current interest, and is usually a "primary source" of information to its readers.

NONBOOK MATERIALS Those library materials which do not meet the definition of a book or periodical, such as, audiovisual materials; vertical file materials and similar items which are not individually cataloged; and any other material the form of which requires special handling.

PERIODICAL A serial publication which constitutes one issue in a continuous series under the same title, usually published at regular intervals over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated.

REFERENCE QUESTION Any request for information or aid which requires the use of one or more sources to determine the answer or utilizes the professional judgement of the librarian.

SERIAL A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, year books, etc.), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series.

TITLE A term used to designate a printed publication which forms a separate whole, whether issued in one or several volumes. A title is a holding for which a separate shelflist card has been made.

VOLUME For statistical purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use.

INSTRUCTIONS

GENERAL INSTITUTION LIBRARY REPORT

Fill out and return two copies of the GENERAL INSTITUTION LIBRARY REPORT to the Division of Library Development, New York State Library, 99 Washington Avenue, Albany, New York 12210.

If school library service is separate from the General Institution Library, please use the same report forms but return two copies also for the School Library. Indicate at top of report that it is for the School Library - under "Name of Library."

STAFF, TECHNICAL OR SPECIALIZED INSTITUTION LIBRARY REPORT

Fill out and return two copies of the TECHNICAL INSTITUTION LIBRARY REPORT to the Division of Library Development, New York State Library, 99 Washington Avenue, Albany, New York 12210. If one person supervises all Technical Libraries in the institution (medical library, nursing library, etc.), please combine all Staff and Technical Library information into one report. If, however, different people are in charge of the several Technical Library services, please submit two copies of a report from each. Indicate at top of each report what library is reporting - under "Name of Library."

Each institution will receive sufficient blank copies of the report forms so that a copy may be retained in the institution and a copy used for a work sheet. If, however, additional report forms are needed, please request these by type (General or Technical).

The library report forms for the Year Ending March 31, 1971 are the same as last year's. Refer to your copy of your 1969-70 report in preparing this one, for you will find it helpful. If information is requested which is not obtainable from current records, please mark the space N.A. (meaning Not Available).

NOTE: Please make sure, if you are reporting for both General and Staff or Technical Institution Libraries, that you do not report the same information on both forms. That is, if book purchases are made from the same budget item, divide the total between the two reports as accurately as possible. Similarly, if one person supervises more than one library divide his time between them, i.e. ½ time or 3/4 time, General, the rest Staff or Technical Institution Library or other library.

NOTE: The forms for General and Technical Institution Libraries are identical except for the heading and color. Instructions which follow, therefore, are for both forms.

PAGE 1 OF REPORT

LOCATION - city or village as in mailing address.
NAME OF LIBRARY - specify type of library; e.g., Children's Unit of a State Hospital, Nursing School Library, O.T. Library, Patients' Library, or a combination of these.
STREET ADDRESS - be sure to give zip code and telephone.
POPULATION OF INSTITUTION - use institution total census at March 31, 1971 (1c). "Resident": all who receive treatment or supervision administered by the institution and who are residing there, including a branch or small unit under the general institution administration.
"Day": all who receive treatment or supervision administered by the institution but who do not reside there.
"Total personnel of the Institution": include both professional and non-professional for the institution.

PAGE 2 OF REPORT - INTERLIBRARY AND AGENCY COOPERATION

NOTE: PHOTOCOPY mailed or transmitted by wire to fill an interlibrary loan request is included within the count of the various types of material borrowed or loaned. For example, photocopy of an article found in a periodical counts as a periodical; photocopy of pages from a book counts as a book.

MATERIALS BORROWED ON INTERLIBRARY LOAN
SPECIFIC REQUESTS - materials borrowed to fill a specific title, author, or subject request.
BULK LOANS TO AUGMENT COLLECTION - materials borrowed from system to supplement library's holdings. These materials are not borrowed to fill a specific request. Include materials in rotating collections which automatically come to the library for a set loan period; such as 25 mystery stories, 30 sports books, etc.
LENT ON INTERLIBRARY LOAN - materials lent by reporting library to the system or other libraries.

NUMBER OF INTERLIBRARY LOAN REQUESTS FORWARDED
TO SYSTEM - those directed to system headquarters.
TO OTHER LIBRARIES OR AGENCIES - those directed to agencies other than system headquarters.
TOTAL - total number of interlibrary loan requests.

NUMBER OF INTERLIBRARY LOAN REQUESTS FILLED - How many interlibrary loan requests, shown above, were filled from any source?

NUMBER OF BOOKS RENTED - such as the McNaughton Plan.

NUMBER OF AUDIOVISUAL MATERIALS RENTED - count only what the library pays rental for.

LIBRARY HOLDINGS AND CIRCULATION

NOTE: From your 1969-70 annual report, transfer Holdings as of March 31, 1970, of all types of materials to the 1970-71 annual report. They should be entered in the spaces coded aa-an; cp-cs; dv-ej; gi-gt; ij-it. Then enter the appropriate figures for additions and withdrawals during 1970-71 to arrive at the figures for Holdings, March 31, 1971. If for any reason the figures you give for March 31, 1970 differ from those on the last report, please footnote and explain the difference. Figures may differ because a new inventory has been taken, because a mistake was made last year, or for other reasons.

NOTE: MICROFORM. Microfilm has been discontinued as a separate category in the annual report. Microform (microfilm, microcard, microfiche) is now included within the count of the various types of materials. For example, a microcopy of a volume of adult nonfiction is counted as a title and volume of Adult Nonfiction under Book Stock.

BOOK STOCK - A library's collection of books (including paper bound books) and other materials which is prepared and recorded in the same manner as books. These books and materials must be cataloged and available for use. Foreign language books and books on rental shelves should be included in Adult (or Juvenile) Fiction or Nonfiction. Young adult books should be included with the Adult collection. Do not include bound periodicals in Book Stock. See also definitions of MICROFORM, SERIALS COLLECTIONS, and GOVERNMENT DOCUMENTS.

TITLES - For this report, a title is a book holding for which a separate shelflist card has been made. Thus, six copies of the same edition of a book count as one title; two editions of the same title count as two titles, a set of six books which have been cataloged as separates count as six titles; a set of books (i.e., an encyclopedia) cataloged as a set counts as one title; and two sets of the same edition cataloged as sets (i.e., two sets of AMERICANA, 1962) count as one title. Enter the number of different titles held, added by purchases and gifts, and withdrawn.

A library which cannot easily count the number of shelflist cards (or physical items) in each category, may wish to establish a title count based in the following manner.

1. Count the number of titles in 1 inch of shelflist.
2. Repeat step 1 at random intervals throughout the shelflist.
3. Average the number of titles per inch.
4. Multiply the average titles per inch by the number of inches of cards in the shelflist.

After the base count is established (for 1970 or 1971) make an actual count of titles added and withdrawn in subsequent years.

VOLUMES - Enter the number of volumes held, added by purchase and gifts, and withdrawn, including duplicate copies of titles and the number of volumes in sets of books.

SERIALS COLLECTION - A serial is a publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, year books, etc.), memoirs, proceedings and transactions of societies; they may include monographic and publishers' series. See also definitions of MICROFORM and GOVERNMENT DOCUMENTS.

CURRENT SUBSCRIPTION TITLES - Enter the number of different subscriptions held. Two subscriptions to the same serial count as one title.

BIBLIOGRAPHIC VOLUMES - A bibliographic volume is the unit established by the publisher as a volume. Enter the number of bibliographic volumes held, added by purchase and gifts, and withdrawn, including duplicate copies of volumes, regardless of whether the material is bound, unbound or on microfilm or microcards.

OTHER SERIALS - Enter here the current subscription titles and bibliographic volumes for serials other than periodicals and newspapers (see definition of SERIALS COLLECTION above) held in a serials section of the library and not counted as Book Stock. Other Serials bought occasionally rather than on standing order and cataloged as Book Stock may be counted as Book Stock.

PAGE 3 OF REPORT - NONBOOK MATERIALS

Those library materials which do not meet the definition of a book or a serial, such as audiovisual materials, vertical file materials, and any other material the form of which requires special handling.

AUDIOVISUAL MATERIALS - Nonbook library materials, such as films, filmstrips, slides, recordings, and tapes which require the use of special equipment in order to be seen or heard.

FILMS - Physical items = number of reels of film held in collection.
Titles = number of film titles held in collection.
Prints = number of copies of film titles held in collection.

FILMSTRIPS - Physical items = number of filmstrips held in collection.
Titles = number of filmstrip titles held in collection.
Prints = number of copies of filmstrip titles held in collection.

SLIDES - Physical items = number of slides held in collection.
Titles = number of slide titles held in collection. (example: a set of 25 slides called ART WORKS IN THE NATIONAL MUSEUM would be counted as 25 physical items and 1 title).
Prints = number of copies of slide titles held in collection.

RECORDINGS - Physical items = number of discs or tapes held in collection.
Titles = number of disc or tape titles held in collection. (Example: a recording of CARMEN on three discs would be counted as three physical items and 1 title.)
Prints = number of copies of disc or tape titles held in collection.

MATERIALS FOR THE BLIND - Includes talking books and Braille material. List only materials actually owned by library. Do not report material on loan or deposit. Report Large Type books in Book Stock.

TALKING BOOKS - Physical items = number of discs or tapes held in collection.
Titles = number of disc or tape titles held in collection.
Prints = number of copies of discs or tape titles held in collection.

BRAILLE MATERIAL - Physical items = number of Braille volumes held in collection.
Titles = number of Braille titles held in collection.
Prints == number of copies of Braille titles held in collection.

OTHER (specify) - Identify any other Materials for the Blind and count as seems appropriate.

OTHER ITEMIZED NONBOOK MATERIALS - Includes pamphlets, documents, catalogs, manuscripts, sheet music, maps, pictures and photographs.

GOVERNMENT DOCUMENTS - Government documents held in a separate documents section of the library are counted as Documents. Documents which are fully cataloged and intershelved with books are counted as Book Stock. Periodicals which bear a government imprint but are treated as part of the periodicals collection are counted as Periodicals. Documents held in vertical files with other ephemera are counted as Pamphlets.

CIRCULATION - Circulation for use outside the library should be accurately recorded. Count one for each loan of a book, serial, or nonbook item. Please be specific in all categories. Libraries using transaction cards may make adjustments as needed. An item renewed under library rules should be counted as an additional circulation.

Items loaned to other institutions for circulation in that institution are counted as one circulation per item (the initial loan to the institution). Items sent from one unit agency of a library to another, i.e., from main library to a branch, are not counted as circulation at the main library.

PAPERBOUND BOOKS - Libraries circulating paperbound books which are not cataloged should enter the total at the bottom of page 3 of the report.

PAGE 4 OF REPORT - REFERENCE QUESTION

Any request for information or aid which requires the use of one or more sources to determine the answer or utilizes the professional judgment of the librarian. Questions on location in the library are not reference questions. Request for "a good book of criticism of American art," height of Empire State Building," or "how to set up a system of accounts for a small business" are to be counted as reference questions.

PROFESSIONAL STAFF - Definition of professional: a professional librarian is a person holding or eligible for a New York State librarian's certificate (school or public library), whether provisional or professional, and performing professional duties.

PAGE 5 OF REPORT - PERSONNEL

1. PROFESSIONAL - Position titles are based upon the Classification System for State employees under Civil Service in New York State.

2. Show the total number of positions and the total number of positions that are filled.

3. Enter the total number of hours positions were filled or vacant during the year as indicated by columnar headings. Multiply the hours per week by the number of weeks (52). Please do not write in columns where codes appear.

4. Show minimum and maximum salary for all positions in 1971-72 and indicate increment schedule. Information requested is for positions and not for current individual salaries.

5. NONPROFESSIONAL - Enter here the total number of hours of non-professional time allocated to each position title each year. Multiply the hours worked per week by the number of weeks. For volunteer help, show the total number of hours of services rendered without compensation.

6. Follow instructions set forth for item 2.

7. Follow instructions set forth for item 3.

8. Enter actual annual salary of Library Director as of March 31, 1971.

9. Enter regular weekly working hours; e.g., 37½, 40, etc.

10. If a librarian's time is shared between the General and Technical Libraries, record percentage spent in each; e.g., Gr. 15 - ½ General, ½ Technical; Gr. 18 - 1/10 General, 9/10 Technical.

FINANCIAL REPORT - 1970-71

Please complete as much of the FINANCIAL REPORT as possible.

DO NOT ESTIMATE receipts and/or expenditures for any item furnished free such as rent, utilities, and volunteer help.

NOTE: SHORT TERM LOANS - A short term loan borrowed and paid back within the same fiscal year should not be reported either as a receipt or a disbursement. Interest on such loans, however, should be reported as an operating disbursement.

PAGE 6 OF REPORT - RECEIPTS

Please report all funds assigned to the library operation from whatever source. We are particularly interested in State and Federal funds used for the library operation, as we must report these figures to the appropriate Federal offices and must show matching State funds.

Code 1110 - LOCAL PUBLIC FUNDS should be used by Institution Libraries to report funds which are supplied by a taxing agency (county - town - village - city - school district). Specify source(s) of tax funds in the spaces provided. The total from all sources is to be entered at Code 1110.

Code (10) - Same as Code 1110

Code 3420 - Report here the amount of money received directly from the State during the fiscal year.

Code (12) - Same as Code 3420.

Code (13) - Money received from Library Services and Construction Act, other than Title II (Construction) should be reported here.

Code (14) - Report in this code Federal aid for library operation from programs other than the Library Services and Construction Act. Specify the name of the Act and the Title; e.g. ESEA, Title I.

Code 4145 - Total of Codes (13) and (14).

Code 4146 - Includes construction funds from Federal sources. Regional Development Act and Library Services and Construction Act, Title II. The account is a device through which such monies received are reported as a receipt in the General Fund before being transferred to the Capital Fund by using Code L460-810.

Code 1380 - Include here all money received from libraries, library systems or other educational agencies as payment for services rendered.

Code (15) - Same as Code 1380.

Code 1450 - Interest on invested funds and income on bank deposits of the operating fund.

Code 1452 - Interest on trust and endowment funds.

Code 1485 - Under this code should be included gifts and donations from individuals or groups which may be expended for current operations. Include only monetary gifts. Do not include the estimated value of gifts of books and other property. If these gifts are sold and the money received is directed to be used for current expenses, then the selling price of the goods is to be entered under this code.

Code 1487 - Report receipt of fines here.

Code 1416 - Enter in this code amounts received from rental of books and other library materials.

Code 1490 - Use this code to report Proceeds from Sale of Investments, Proceeds from Sale of Property, Refunds, and Other Miscellaneous Receipts. Under Other Miscellaneous Receipts report income received from all other sources; e.g., commissary funds, interest from inmate investments, etc. Income derived from entertainments and other benefits organized for the support of the library, the proceeds of which are used for current library expenses, should also be included here. DO NOT use this code to report monies received from "fines" - use Code 1487.

Code (16) - Total of Codes 1450, 1452, 1485, 1487, 1416, and 1490.

Code (09) - Total of Codes (10), (12), (13), (14), (15) and (16).

Code 0202 - Total of Codes 1110, 3420, 4145, 4146, 1450, 1452, 1485, 1487, 1416, and 1490; or Code (09) minus Code 1380.

Code (18) - Same as Code 0202.

Code 1970 - Report at this code money transferred from the principal of any trust or endowment funds to be used in the Operating Fund receipts. Earnings from trust and endowment funds are to be reported in Code 1452. On a separate sheet of paper, please list each fund from which money was transferred and the amount from each.

BALANCE ON APRIL 1, 1970

Code 0273 - Cash - The balance in operating account plus any miscellaneous cash on April 1 of the reporting year.

Code (08) - Same as Code 0273.

Code 0274 - Investments which are short-term in nature (time deposits and certificates of deposit). Long-term investments of such special trust and endowment funds as capital fund should not be included in this report. Money transferred from these special funds to the operating fund receipts should be reported at Code 1970. You may attach a report of any invested funds other than the Operating Fund.

Code 0275 - Code 0275 is the total of "Cash" (Code 0273) and "Investments" (Code 0274).

Code (07) - Same as Code 0275.

Code 0019 - Total of Codes 1380, 0202, 1970, and 0275; or Code (09) plus Codes 1970 and 0275.

PAGES 7-8 OF REPORT - DISBURSEMENTS

DISTRIBUTE PETTY CASH EXPENDITURES in the proper codes, e.g., if used to buy a pamphlet, include in Code -325; if used for postage, include in Code -334.

Code -141 - Classify under this code the salaries paid full-time or part-time employees other than custodians of the library. Remuneration paid individuals hired as consultants or to do a specific task under an agreement which does not create an employer-employee relationship, is not considered personal service. Such remuneration is recorded in Code -480, Other Miscellaneous. Do not estimate rental of a house or rooms which is given the librarian in lieu of salary or in addition to cash salary. If a staff member's time is divided between the General Library and the Technical Library please divide salary disbursements accordingly.

Code -142 - See explanation of Code -141.

Code -610 - Employee Benefits include Employees' Retirement, Social Security, Health Insurance, Life Insurance, etc.

Code (38) - Total of Codes -141, -142, and -610.

Code -321 - Enter here the expenditures for all books and appropriate microform including those in the rental collection. Do not estimate the cost of books given to the library from any source.

Code -324 - Expenditures for serials and appropriate microform.

Code -322 - Expenditures for purchase of films, filmstrips, and slides.

Code -323 - Expenditures for recordings (discs and tapes).

Code -434 - Expenditures for audiovisual aid rental.

Code -325 - At this code report expenditures for Materials for the Blind by type of material and for Itemized Nonbook materials, including pamphlets, documents, catalogs, manuscripts, sheet music, maps, pictures and photographs, and appropriate microfilm.

Code -471 - Include all commercial bindery expenditures. If the library maintains a binding department, the salaries of the binding staff should be included in the operation of the library, Code -141. Enter the cost of binding materials used in Code -471.

Code (28) - Total of Codes -321, -324, -322, -323, -434, -325, and -471.

Code -334 - Library supplies include stationery, postage, book mending materials, cataloging supplies, and expenditures for other expendable items.

Code -410 - All insurance other than that reported in Code -610 such as fire, compensation, liability, vehicular, etc.

Code -420 - Pertains to heat, light, water, telephone, and power. Do not estimate value of utilities supplied free.

Code -430 - Report rentals for quarters. Do not include estimated value of rent-free quarters.

Code -460 - Include here rental, repair and maintenance of office machines, automotive expenses, travel, and dues in professional organizations for library membership.

Code -510 - Include here all money paid to other libraries or library systems as payment for services rendered by that library or system. Itemize on separate sheet.

Code -480 - All other operating expenditures. Include here remuneration paid individuals hired as consultants or to do a specific task under an agreement which does not create an employer-employee relationship. See explanation of Code -141.

Code (48) - Total of Codes -334, -410, -420, -430, -460A-D, -510, and -480.

Code (52) - Total of Codes (38), (28), and (48).

* Code -200 - Equipment includes automobiles and trucks, furniture, office and other equipment. Cost of insurance for such equipment should be reported under Code -410. Rental of such equipment should be reported;under Code -460. Capital fund expenditures for equipment should be reported on a Library Capital Fund Report Sheet (Page 9).

* Code -910 - Group under this heading all expenditures for the purchase and acquisition of land made from operating funds. Also include expenditures incurred in the purchase or construction of improvements whether done by the institution or by contract, such as landscaping, sewers, etc. Capital fund expenditures for land should be reported on the Library Capital Fund Report Sheet (Page 9).

Code -920 - All expenditures incurred in the purchase, repair or construction of buildings and additions to buildings whether done by the institution itself or by contract.

Code (58) - Total of Codes -200, -910, and -920.

Code (61) - Total of Codes (38), (28), (48), and (58); or Code (52) plus Code (58).

* Code -810 - The account is a device through which monies are transferred from the Operating Fund to the Capital Fund. This account is used to provide monies for capital projects. Expenses for construction or other capital purposes are not charged here. Receipts, expenditures, and balance of the capital fund are to be reported on a Library Capital Fund Report sheet (please request if needed).

Code -064 - Show here amount returned to municipality (such as fines), and amounts transferred to any fund other than capital during calendar year. Identify on separate sheet or in the space provided.

Code (63) - Total of Codes -810 and -064.

Code (62) - Total of Codes (61), -810, and -064; or Code (52) plus Codes (58) and (63).

*Capital Fund Report sheet (page 9) was not sent out in 1970-71.

BALANCE ON MARCH 31, 1971

Code (75) - The balance in operating account plus any miscellaneous cash at the close of the reporting year.

Code (76) - This is the total indicated in the investments section of the report which appears immediately following disbursements.

Code (77) - Balance on March 31, 1971. Total of Codes (75) and (76).

Code (88) - Total of Codes (62) and (77). Code (88) must equal Code 0019.

In the "Investments" section of the report (page 8), describe each short-term investment of operating fund on March 31, 1971, and enter the amount of each in the "cost column". Enter the total in the space provided. Use additional sheet if necessary and show in total. This total should be the same as "Investments", Code (76).

44

Please read "Instructions for the Annual Report of Institution Libraries 1971" before filling out any of this form.

GENERAL INSTITUTION LIBRARY REPORT FOR THE YEAR ENDING MARCH 31, 1971

Location (1a)_____

Institution_____

Name of Library_____

Street Address_____

County_____ Zip Code_____ Tel._____

Mailing Address (if different from above)_____

County(1b)_____ Zip Code_____ Tel._____

Total population of institution:(1c)_____

Resident_____ Day_____

State Department having jurisdiction (1d)_____

Name of Librarian (Mr., Mrs., Miss)_____

Name and title of head of institution (Mr., Mrs., Miss)_____

Number of branches or deposit stations_____

Number of bookcarts operated_____

Other (specify)_____

Total personnel of the institution (a1c)_____

MAIN LIBRARY HOURS

	Winter (Dates: From To)					Summer (Dates: From To)				
	A.M.		P.M.		TOTAL HOURS	A.M.		P.M.		TOTAL HOURS
	From	To	From	To		From	To	From	To	
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
			Total Main Hours					Total Main Hours		
			Total Branch Hours					Total Branch Hours		
			GRAND TOTAL HOURS (1g)					GRAND TOTAL HOURS (1g)		

INTERLIBRARY AND AGENCY COOPERATION

	Materials Borrowed On Interlibrary Loan		Materials Lent On Interlibrary Loan	
Books	1h		mc	
Serials	1i		md	
Films, Filmstrips, Slides	1j		me	
Recordings (discs and tapes)	1k		mf	
Materials for the Blind	1l		mg	
Other Itemized Nonbook Materials (see p. 2)	1m		mh	
TOTAL	1n		mi	

Number of interlibrary loan requests forwarded to other libraries or agencies_____

Number of interlibrary loan requests filled_____

Number of books rented (do not include volumes later purchased by the library)_____

Number of audiovisual materials rented_____

LIBRARY HOLDINGS AND CIRCULATION

BOOK STOCK

	Holdings - 3/31/70			Additions by Purchases & Gifts - 1970-71			Withdrawals - 1970-71			Holdings - 3/31/71			Circulation
	Titles		Volumes	Titles		Volumes	Titles		Volumes	Titles		Volumes	
ADULT													
Fiction	aa		ah	ao		av	bc		bj	bq		bx	
Nonfiction	ab		ai	ap		aw	bd		bk	br		by	
TOTAL	ac		aj	aq		ax	be		bl	bs		bz	
JUVENILE													
Fiction	ad		ak	ar		ay	bf		bm	bt		ca	
Nonfiction	ae		al	as		az	bg		bn	bu		cb	
TOTAL	af		am	at		ba	bh		bo	bv		cc	
TOTAL BOOKS	ag		an	au		bb	bi		bp	bw		CD	CK

SERIALS COLLECTION

	Holdings - 3/31/70		Purchases & Gifts - 1970-71		Withdrawals - 1970-71		Holdings - 3/31/71			Circulation
	Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		Bibliographic Vols.	Current Sub. Titles		
Periodicals	cp		cx		df		dn	dj		
Newspapers	cq		cy		dg		do	dk		
Other Serials	cr		cz		dh		dp	dl		
TOTAL	cs		da		di		DQ	dm		DU

NONBOOK MATERIALS

AUDIOVISUAL MATERIALS	Holdings - 3/31/70			Purchases & Gifts-1970-71			Withdrawals -1970-71			Holdings - 3/31/71			Circu-lation
	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	
Films	dv	ea	ef	ek	ep	eu	ez	fe	fj	fo	ft	fy	
Film-strips	dw	eb	eg	el	eq	ev	fa	ff	fk	fp	fu	fz	
Slides	dx	ec	eh	em	er	ew	fb	fg	fl	fq	fv	ga	
Record-ings	dy	ed	ei	en	es	ex	fc	fh	fm	fr	fw	gb	
TOTAL	dz	ee	ej	eo	et	ey	fd	fi	fn	FS	fx	gc	GH

MATERIALS FOR BLIND	Holdings - 3/31/70			Purchases & Gifts-1970-71			Withdrawals -1970-71			Holdings - 3/31/71		
	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints
Talking Books	gi	gm	gq	gu	gy	hc	hg	hk	ho	hs	hw	ia
Braille Material	gj	gn	gr	gv	gz	hd	hh	hl	hp	ht	hx	ib
Other (specify)	gk	go	gs	gw	ha	he	hi	hm	hq	hu	hy	ic
TOTAL	gl	gp	gt	gx	hb	hf	hj	hn	hr	HV	hz	id	IH

OTHER ITEMIZED NONBOOK	Holdings 3/31/70	Additions	Withdrawals	Holdings 3/31/71	
	Physical Items	Physical Items	Physical Items	Physical Items	
Pamphlets	ij	it	jd	jn	
Documents	ik	iu	je	jo	
Catalogs	il	iv	jf	jp	
Manuscripts	im	iw	jg	jq	
Sheet Music	in	ix	jh	jr	
Maps	io	iy	ji	js	
Pictures and Photographs	ip	iz	jj	jt	
Framed Pictures	iq	ja	jk	ju	
Other (specify)	ir	jb	jl	jv	
TOTAL	is	jc	jm	JW	KG
TOTAL NONBOOK	it	jd	jn	jx	kh

GRAND TOTAL HOLDINGS (CD + DQ + FS + HV + JW) KI

GRAND TOTAL CIRCULATION (CK + DU + GH + IH + KG) KJ

TOTAL UNCATALOGED PAPERBACK BOOKS WHICH CIRCULATE_____

50

Number of periodical titles retained in backfiles for the following periods:
indefinitely_____ 5 years but not indefinitely_____ up to and including 5 years_____

Number of photocopies supplied at library's expense in lieu of circulation (kj) _____

Number of reference questions answered_____

Do you maintain registration files? Yes( ) No ( )

PROFESSIONAL STAFF

Name	Title and Grade	Certification

PERSONNEL

1. PROFESSIONAL PERSONNEL	2. POSITIONS		3. TIME ALLOCATED TO POSITIONS DURING 1970-71				4. SALARY RANGE AFTER April 1, 1971		
Based upon the classification system for State employees	No. of Positions	No. of Positions Filled	Hours Filled Per Year	Do Not Write in This Space	Hours Vacant Per Year	Do Not Write in This Space	Entering Salary Per Year	Maximum Salary Per Year	No. of Annual Increments
Institutional Librarian (Gr 14)	.....	.....	.....	7a.....	.....	8a.....	.....	.....	.....
Teacher Librarian (Gr 15)	.....	.....	.....	.....	.....	.....	.....	.....	.....
Senior Institutional Librarian (Gr 18)	.....	.....	.....	.....	.....	.....	.....	.....	.....
Institutional Librarian (Special Field) (Gr 18)	.....	.....	.....	.....	.....	.....	.....	.....	.....
Supervising Librarian (Gr 23)	.....	.....	.....	.....	.....	.....	.....	.....	.....
Senior Institutional Librarian (Special Field (Gr 23)	.....	.....	.....	7b.....	.....	8b.....	.....	.....	.....
Library Director (Gr 25)	.....	.....	.....	7e.....	.....	8e.....	.....	.....	.....
Other (Specify)	.....	.....	.....	.....	.....	.....	.....	.....	.....
Grand Total Professional	.....	.....	.....	.....	.....	.....	.....	.....	.....

5. NONPROFESSIONAL PERSONNEL	6. POSITIONS		7. TIME ALLOCATED TO POSITIONS DURING 1970-71				8.
	No. of Positions	No. of Positions Filled	Hours Filled Per Year	Do Not Write in This Space	Hours Vacant Per Year	Do Not Write in This Space	
Library Trainee (Gr 12)	.....	.....	.....	9a.....	.....	10a.....	
Library Clerk (Gr 4)	.....	.....	.....	9b.....	.....	10b.....	Salary of Library Director, as of March 31, 1971
Senior Library Clerk (Gr 8)	.....	.....	.....	9c.....	.....	10c.....	
Other Professional Personnel (Non-librarians)	.....	.....	.....	9d.....	.....	10d.....	
Total nonprofessional	.....	.....	.....	9e.....	.....	10e.....	$.....
Building Maintenance and Operation	.....	.....	.....	9f.....	.....	10f.....	
Grand Total	.....	.....	.....	9g.....	.....	10g.....	
Volunteer Help			.....	9h.....	.....		
Inmate or Patient Library Aides			.....				

9. Number of regularly scheduled working hours per week for full-time staff members.....

10. If a librarian's time is shared between General & Technical Libraries, record percentage spent in each.....

52

OPERATING FUND REPORT - 1970-71

OPERATING FUND RECEIPTS

	Code			DLD Code
LOCAL PUBLIC FUNDS: (Specify)				
_____		$_____		
_____		_____		
_____		_____		
TOTAL LOCAL PUBLIC FUNDS	1110		$_____	(10)
STATE FUNDS: (Specify Source)				
_____		_____		
_____		_____		
_____		_____		
TOTAL STATE FUNDS	3420		_____	(12)
FEDERAL AID - LIBRARY OPERATION				
LSCA (Specify Title)_____		_____		(13)
ESEA and Other (Specify Act and Title)_____		_____		(14)
TOTAL FEDERAL AID - OPERATION	4145		_____	
FEDERAL AID - CONSTRUCTION	4146		_____	
CONTRACTS WITH OTHER LIBRARIES	1380		_____	(15)
OTHER RECEIPTS				
Income from Deposits and Investments	1450	_____		
Income from Trust Funds	1452	_____		
Gifts and Endowments	1485	_____		
Fines	1487	_____		
Income from Rental Collection	1416	_____		
Miscellaneous Revenues				
Proceeds from Sale of Investments		_____		
Proceeds from Sale of Property		_____		
Refunds		_____		
Other Miscellaneous (Specify_____		_____		
_____				
Total Miscellaneous	1490			
TOTAL OTHER RECEIPTS			_____	(16)
TOTAL RECEIPTS			_____	(09)
ADJUSTED TOTAL RECEIPTS (Code 09 minus Code 1380)	0202	_____		(18)
TRANSFER FROM OTHER FUNDS (Specify_____	1970		_____	
BALANCE ON APRIL 1, 1970				
Cash	0273	_____		(08)
Investments	0274	_____		
TOTAL BALANCE	0275		_____	(07)
TOTAL RECEIPTS, TRANSFER, AND BALANCE (Code 09 plus Codes 1970 and 0275)	0019		_____	
TOTAL OPERATING RECEIPTS, BALANCE AND TRANSFER (Code 0019 minus Code 4146)			_____	(19)

INSTITUTION_____

NAME OF LIBRARY_____

LOCATION OF LIBRARY_____

OPERATING FUND DISBURSEMENTS - 1970-71

OPERATING DISBURSEMENTS	Code L460			DLD Code
PERSONAL SERVICES				
Library Staff	-141	$_____		
Custodial Staff	-142	_____		
Employee Benefits	-610	_____		
TOTAL PERSONAL SERVICES			$_____	(38)
LIBRARY MATERIALS				
Books	-321	_____		
Serials	-324	_____		
Nonbook				
Audiovisual Materials				
Films, Filmstrips, Slides	-322	_____		
Recordings (Discs and Tapes)	-323	_____		
Audiovisual Aid Rental	-434	_____		
Total Audiovisual		_____		
Other Nonbook				
Materials for the Blind		_____		
Talking Books		_____		
Braille		_____		
Other		_____		
Itemized Nonbook		_____		
Total Other Nonbook	-325	_____		
Bookbinding	-471	_____		
TOTAL LIBRARY MATERIALS			_____	(28)
OTHER OPERATING DISBURSEMENTS				
Library Supplies	-334	_____		
Insurance	-410	_____		
Fuels and Utilities	-420	_____		
Rental of Quarters	-430	_____		
Miscellaneous				
Rental, Repair, and Maintenance of Office Machines	A	_____		
Automotive Expenses	B	_____		
Travel	C	_____		
Membership Dues	D	_____		
Total A through D	-460	_____		
Contracts with Other Libraries	-510	_____		
Other Miscellaneous	-480	_____		
TOTAL OTHER OPERATING			_____	(48)
TOTAL OPERATING DISBURSEMENTS			_____	(52)

INSTITUTION_____

NAME OF LIBRARY_____

LOCATION OF LIBRARY_____

OPERATING FUND DISBURSEMENTS (Continued)

	Code			DLD Code
CAPITAL DISBURSEMENTS	L460			
(Paid Directly from Operating Funds)				
EQUIPMENT	-200	$_____		
LAND	-910	_____		
BUILDING	-920	_____		
TOTAL CAPITAL DISBURSEMENTS			$_____	(58)
TOTAL OPERATING AND CAPITAL DISBURSEMENTS (Code 52 plus Code 58)			_____	(61)
OTHER DISBURSEMENTS				
TRANSFER TO CAPITAL FUND	-810	_____		
TRANSFER TO OTHER (Specify)_____	-064	_____		
TOTAL OTHER DISBURSEMENTS			_____	(63)
TOTAL DISBURSEMENTS AND TRANSFER (Code 52 plus Codes 58 and 63)			_____	(62)
BALANCE ON MARCH 31, 1971 (Describe Below)				
CASH		_____		(75)
INVESTMENTS		_____		(76)
TOTAL BALANCE			_____	(77)
TOTAL DISBURSEMENTS, TRANSFER, AND BALANCE			_____	(88)

INVESTMENTS OF OPERATING FUND MONIES - Code (76)
March 31, 1971

DESCRIPTION	COST
	$
TOTAL	$_____

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS IS A TRUE AND ACCURATE REPORT BASED ON THE FISCAL YEAR 1970-71

Date_____

_____
SIGNATURE OF LIBRARIAN, HEAD OF INSTITUTION
(OR OTHER AUTHORIZED REPRESENTATIVE)